

DOCUMENTATION NEEDED FOR ENROLLMENT INTO THE COMMUNITY HEALTH CARE NETWORK

Identification for EACH family member: (Please bring ONE of the following)

- ☐ Social Security Card
- ☐ Birth Certificate
- ☐ Baptismal Record
- ☐ School Report Card
- ☐ WIC Record
- ☐ Photo ID Card

If you are not the biological parent of one or more minors living in your home, please bring proof of adoption, guardianship or foster parent status.

Intent to remain in Fairfax County for EACH family member: (Please bring IF applicable to you and/or any family member)

- ☐ Passport
- ☐ Visa
- ☐ INS documentation

Depending on your situation, this documentation may or may not be required. If you have a passport, visa or any documentation from the INS regarding your residency status, please bring it with you.

Proof of 9-Month Residence in Fairfax County: (Please bring ONE of the following)

- ☐ Car registration
- ☐ Lease with your name and address
- ☐ Mortgage or tax bill
- ☐ Letter from landlord
- ☐ Letter from homeless shelter
- ☐ Notarized statement from person with whom you are living PLUS a utility bill with the name and address of the person with whom you are living

Proof of Income: (for EACH employed household member, for EACH job held)

- ☐ Most recent income tax return

AND one of the following:

- ☐ Pay stubs for the past month
- ☐ Income and insurance verification form (provided by enrollment office)
- ☐ Copy of social security and/or SSI award letter, General Relief check, proof of TANF payment, copy of pension payments, court order regarding alimony and/or child support payments to you

If you are currently unemployed and supported by a friend or family member, bring in a notarized statement from the person supporting you stating how long they have helped you and how long they plan to continue supporting you.

Proof of Insurance: (for EACH household member)

- ☐ Proof that you are **ineligible** for Medicaid, Medallion or FAMIS
- ☐ **If employed**, please have your employer complete the income and insurance verification form

Other Required Documentation:

- ☐ **Other:** _____
- ☐ Two (2) months of most recent bank statements, both checking and savings
- ☐ Copies of on-going monthly bills, including rent/mortgage, utilities, phones, car payments, etc.